

Professional and Managerial Branch
Cultural Group
Museum Series

MUSEUMS DEVELOPMENT COORDINATOR

06/97 (SAC)

Summary

Under general direction, plan, coordinate and implement development of museum grants, membership, donor and public relations, and special fundraising events.

Typical Duties

Plan development of museum grants, membership, and donor and public relations. Involves: reviewing literature dealing with funds available from private, local, state and federal sources to determine whether requirements for applying for funds are met; creating and implementing opportunities to involve potential corporate and foundation donors; meeting with representatives of funding sources to develop proposals; researching and developing innovating new projects and programs to expand membership and fundraising; identifying and maintaining network of potential donors to support financial goals.

Prepare grant or similar funding requests and coordinate membership, donor and public relations and special fundraising events. Involves: compiling, editing and submitting grants in final format; collaborating with department financial staff to ensure that expenditures comply with grant or endowment provisions; observing and evaluating program activities and recommending changes as appropriate; managing computer system operation and programs for maintaining accuracy and currency of member and donor information; analyzing and interpreting market research or similar studies to determine needs and evaluate effectiveness of projects; conducting special events, including coordinating volunteer committees in accomplishment of specific fund-raising goals and working with other museum staff to execute events and prepare promotional materials; carrying out a variety of programs to promote museum activities, actions and accomplishments to broad-based audience.

Supervise assigned personnel. Involves: scheduling, assigning, instructing in, guiding, checking and evaluating work of subordinates; arranging for or engaging in employee training and development; enforcing personnel rules and regulations including those pertaining to standards of conduct, work attendance and safe work practices; counseling, motivating and maintaining harmonious working relationships; recommending staffing and employee status changes; interviewing applicants.

Perform related administrative duties as required. Involves: overseeing building rental program; substituting, if assigned, for coworkers during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations and similarly performing any duties of subordinates, if necessary; preparing correspondence and reports.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Relations, Marketing or a closely related field and two (2) years of professional administrative experience coordinating fundraising, public relations, or grant programs, including at least (1) year experience applying for grants, or implementing and developing programs or projects funded by donations; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: administrative practices and procedures; grant and report writing; research methods. Good knowledge of: pertinent private and public funding sources; public relations practices and procedures; fundraising methods, including understanding of motives which influence potential donors. Some knowledge of: supervisory techniques, standards of conduct and work attendance and safe working practices and procedures; volunteer recruiting practices; budget and contract preparation techniques.

Ability to: plan, develop and coordinate grant and public relations programs; impartially and firmly exercise delegated authority to lead, motivate, train and evaluate assigned personnel or volunteers; establish and maintain effective working relationships with fellow employees, private and governmental funding organizations and their representatives, the media, officials and the general public; communicate effectively, both orally and in writing to prepare and deliver presentations to individuals or groups and compose reports and correspondence and write grant applications; perform marketing research and analysis; maintain records and prepare reports.

Skill in: safe use and care of personal computer or network work station, including word processing, database and

spreadsheet software programs.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL